

**SUMMARY OF THE  
FIELD ACTIVITIES COMMITTEE MEETING  
SEPTEMBER 21, 2001**

The Field Activities Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Friday, September 21, 2001, at 1:00 p.m., Eastern Daylight Time (EDT). The meeting was led by its Chairperson, Dr. Barton Simmons of the California Environmental Protection Agency (EPA), DTSC, Hazardous Materials Laboratory. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss the listed agenda items.*

**INTRODUCTION**

Dr. Simmons called the meeting to order and made introductions of new participants: Mr. Thomas Maloney, the designated liaison from the Board of Directors with the United States Geological Survey (USGS) and Arlyn Brediger, the primary scribe for this committee, with the new contractor, Anteon Corporation. Dr. Simmons then reviewed the agenda.

**ACTION ITEMS**

***1. Distribution of Membership Roster***

Dr. Simmons indicated that he did distribute the Membership Roster. He believes there are two versions and the information needs further review for errors. Once the committee has finished the review, the roster will be sent to Anteon to incorporate into the database.

***2. Anticipating Promulgating and Sampling Rule***

Mr. Andrew Tintle, of the Florida Department of the Environmental Protection Agency, will provide a copy of this rule when it becomes available, approximately October 2001.

***3. Definitions for Accreditation Process Committee***

After NELAC-6i Conference, this committee prepared draft definitions for distinction between *field measurements* and *mobile laboratories* for the Accreditation Process Committee as to who does and does not need to be accredited. Assumptions are that testing which is being done for compliance falls under NELAC and that an individual from a fixed-based laboratory who 'steps out' as a mobile laboratory, that individual does not need to be accredited. Accreditation Process Committee is expected to return comments to Dr. Simmons as to the definition list he provided. If the Accreditation Process Committee agrees to this list by NELAC-7i, this committee can put them up for formal changes at NELAC-8 Conference.

#### ***4. Draft Federal Register Notice***

At the NELAC-7 Conference, it was suggested and the committee concurred that EPA would send out a Federal Register Notice (FRN) to expand the NELAC standards into sampling and field measurements and to solicit comments. On September 12, 2001, Dr. Simmons drafted and distributed to this committee for feedback the proposed FRN. It was proposed that a link be included in the NELAC website to view the April 2001 version of the General Sampling Standards and ask for comments and recommendations. A deadline for comments to Dr. Simmons is set for October 5, 2001, and then Mr. Maloney will refer to the Board of Directors Meeting on October 11, 2001.

#### ***5. Distribute Latest Version of General Sampling Standard***

Dr. Simmons will distribute the current version of the standards that include the changes made at the NELAC-7 Conference.

#### ***6. Suggestions for NELAC-7i Conference***

Mr. Maloney will take the issue of *water field measurements* to the Methods and Data Comparability Board (MDCB) co-created by the USGS and EPA, for discussion by its Accreditation Committee. Also, Mr. Maloney indicated that the MDCB Accreditation Committee is finalizing a white paper on *Accreditation of Federal Laboratories* and upon completion, he will make the white paper available to the interested participants of this committee.

#### ***7. Field Measurements and Mobile Laboratories Definitions***

This refers to Action Item No. 3 above. Dr. Simmons will request Accreditation Process Committee comments and suggest a joint conference call with this committee to discuss and agree on definitions prior to the NELAC-7i Conference.

#### ***8. Source Emissions Standards Development***

This action item is not due to be complete until 2003, but refers to petitioning the NELAC Board of Directors to resume standards development to end a two-year moratorium.

#### **COMMITTEE MEMBERSHIP**

There are currently two standard vacancies on this committee and possibly three more openings in 2002. There has been one application submitted for consideration by the NELAC Board of Directors. Mr. Maloney will confirm with the Board of Directors as to whether appointments have been made or whether further forms are required to complete this nomination process. Another

person has expressed interest to joining the committee and Dr. Simmons will confirm interested party's availability before submitting formal application to the Board of Directors. If this party is not available, other interested parties will be considered. Dr. Simmons will distribute a list of interested parties and short bios for review by the committee prior to the next teleconference.

#### **DEFINITIONS FOR FIELD ACTIVITIES**

This was discussed in Action Item Nos. 3 and 7 above. Dr. Simmons will forward a copy of the draft definitions to Mr. Maloney requesting comments with a USGS perspective.

#### **STATUS OF MOBILE LAB ACCREDITATION**

This subject was deferred for discussion at the next committee teleconference.

#### **NEW BUSINESS**

##### ***Monthly Teleconferences***

Dr. Simmons advised the participants that monthly teleconferences will be scheduled for the 3<sup>rd</sup> Friday of each month. The dial-in information and time will be distributed as soon as the teleconferences have been scheduled.

##### ***NELAC-7i Conference Workshops***

There was a discussion of the partnering of the Department of Defense (DoD) with the EPA to put together three workshops to be held just prior to the NELAC-7i Conference. The workshops are: (1) Measurements Uncertainty to detail how to calculate and develop measurement uncertainty to meet the ISO 17025 Standard (course fee is currently under discussion); (2) Accrediting Authority Assessor Training; and (3) Inappropriate Laboratory Practices. Dr. Simmons will forward any workshop and NELAC-7i Conference information he receives to the committee members.

#### **ADJOURNMENT**

There being no further business, Dr. Simmons adjourned the meeting.

#### **NEXT MEETING**

The next meeting is scheduled for October 19, 2001.

**ACTION ITEMS**  
**FIELD ACTIVITIES COMMITTEE MEETING**  
**SEPTEMBER 21, 2001**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1	Changes to Committee Roster to Dr. Simmons and forwarded to Anteon for database update	10/19/01 - ONGOING
2	Send copy of new Florida sampling rule when available (Tintle)	10/2001 - ONGOING
3	Comments to draft definitions expected from AP Committee	10/19/01 - ONGOING
4	Committee comments to draft FRN due to Dr. Simmons and presented by Mr. Malone to the BoD	10/05/01 - ONGOING -BS 10/11/01 - ONGOING - TM
5	Distribute latest version of General Sampling Standards to the committee	10/19/01 - ONGOING
6	Suggestions for NELAC-7i Conference	12/2001 - ONGOING
7	Field measurements and mobile laboratories definitions - Dr. Simmons to forward a copy to Mr. Maloney for comments. Dr. Simmons to request AP committee comments and suggest a joint conference call to discuss and agree on definitions	11/2001 - ONGOING
8	Petition BoD to resume Source Emissions Standards Development	2003 - ONGOING
9	Mr. Maloney to confirm whether appointments have been made or further info required to complete nomination process. Dr. Simmons will confirm availability of previous interested party. Dr. Simmons to distribute short bios of interested parties.	10/19/01 - ONGOING

**LIST OF PARTICIPANTS  
FIELD ACTIVITIES COMMITTEE MEETING  
SEPTEMBER 21, 2001**

Mr. Barton Simmons (2005) Chairperson	California EPA, DTSC, Hazardous Materials	T: (510) 540-3112 F: (510) 540-2305 E: bsimmons@dtsc.ca.gov
Mr. Tom Maloney (invited)	NELAC Board of Directors, USGS	T: (303) 236-3460 F: (303) 236-3499 E: tmaloney@usgs.gov
Mr Russell S. Berry (2004) (absent)	RMB Consulting & Research, Inc.	T: (919) 791-3126 F: (919) 510-5104 E: berry@rmb-consulting.com
Mr. Robert (Skip) Darley (2002)	US Navy	T: (843) 764-7337 F: (843) 764-7360 E: darleyre@navsea.navy.mil
Mr. James Davies (2003) (Absent)	Louisiana Department of Environmental Quality, Environmental Technology Division	T: (225) 765-0582 F: (225) 765-2408 E: james_c@deq.state.la.us
Mr. John Dege (2002):	DuPont/CMAE	T: (302) 773-0900 F: (302) 774-1361 E: john.a.dege@usa.dupont.com
Dr. Larry Keith (2002)	Waste Policy Institute	T: (678) 344-0001 F: (678) 344-2345 E: larry_keith@wpi.org
Mr. Peter A. Law (2003) (absent)	Severn Trent Laboratories	T: (413) 572-4000 F: (413) 572-3707 E: plaw@stl-inc.com
Mr. Andrew Tintle (2004) (absent)	FL Dept. of Environmental Protection	T: (850) 921-9733 F: (850) 922-4614 E: andrew.tintle@dep.state.fl.us
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